



# St. John Southworth RC Primary School

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## Determined Admissions Policy 2023-2024.

*We are together in the family of God.*

St John Southworth is a Roman Catholic Primary School in the parish of St John Southworth provided by the Diocese of Salford and is maintained by the Local Authority as a Voluntary Aided Primary School. The school's Governing Body is the Admissions Authority and is responsible for making decisions on applications for admission.

For the school year commencing September 2023, the governing body has set its planned admissions number at 30.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Applications for a place in Reception at September 2022 should be made on the online admission system administered by Lancashire County Council at [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools) before the date specified by Lancashire County Council. **The closing date is 15<sup>th</sup> January 2023.**

**Parents who wish to seek priority for baptised Catholic children should also complete the school's Supplementary Information Form (SIF) and return it to school by 15<sup>th</sup> January 2023.**

As required by law, all children with a Statement of Special Educational Needs or Educational, Health and Care Plan naming the school will be admitted before the application of the oversubscription criteria.

Where more applications are received than the planned admissions number for the school, the oversubscription criteria will be applied in the following order:

1. Looked After Children and Previously Looked After Children including children adopted from overseas.
2. Baptised Roman Catholic children who will have a sibling attending the school at the time of admission.
3. Baptised Roman Catholic children.
4. Children who will have a sibling attending the school at the time of admission.
5. Children of staff.
6. Children with proven and exceptional medical and social needs where admission to the school might best satisfy those needs.
7. Children of other Christian traditions and children of other faiths, with appropriate evidence of faith membership, e.g. a reference from a religious minister
8. Other children.

*Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).*

## NOTES

- a) The governing body is the admissions authority.
- b) Parents must complete an online application at [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools). They must express **three** preferences for primary school admission. The closing date for all applications is **15<sup>th</sup> January 2023**. All applicants will be considered by the governors at the same time in a fair way according to the published criteria.
- c) Parents will be informed of the governors' decision by Lancashire Local Authority on **15<sup>th</sup> April 2023**.
- d) Siblings are taken to include brothers, sisters, half-siblings (one shared biological/adopted parent), step-siblings (related by remarriage of a parent with no blood connection), fostered and adopted children residing at the same address. Where there are twins wanting admission and there is only a single place left, the Governing Body will exercise as much flexibility as possible within the requirements of infant class sizes. .
- e) All applicants will be considered at the same time and after the closing date for admissions. Late applications will be considered only if places are still available after the allocation to applications submitted before the closing date.
  - i) Where the school is oversubscribed, offers for places from waiting or reserve lists will be determined with regard to the published admission policy for the school. Waiting lists will be maintained from 31<sup>st</sup> December 2022 in the academic year of admission. Priority will be given to all Looked After Children above all other applicants.
  - ii) Each Roman Catholic applicant will be required to produce baptismal certificate. The church made a lifelong commitment to a child at Baptism. We consider being a baptized Roman Catholic to be sufficient to meet our criteria. However, we also note the parents' commitment made at baptism.
- e) It is the duty of governors to comply with class size limits at Foundation and Key Stage 1. This means that the school cannot operate classes of more than 30 children. *This number may be exceeded in the*

*case of twins or multiple births where one of the children is the 30<sup>th</sup> child admitted and the other(s) beyond that limit.*

- f) Where a child lives with parents with shared responsibility, each for part of a week, the address used for admission purposes will be the one nearest to the school.
- g) If an application for admission has been turned down, parents can appeal to an Independent Appeals Panel. This appeal should be sent in writing to the Clerk of Governors at the school within 14 days of notification of refusal. The date of notification will be 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on all parties.
- h) If your child is due to start school during the next academic year, it is important that you apply for a place in September. If your child's fifth birthday is between the months of September and December, then if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term, though it is likely to be in our child's interest to start no later than January. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.
- i) It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.  
Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances
- j) The common application form is to be returned to the Area Education Office - East (44 Union St. Accrington). The Supplementary Information Form is to be returned to the school.